

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

Benefits Administrator Memo #01-12

To: Benefits Administrators

From: Charles S. Reed, Associate Director
State and Local Health Benefits Programs

CC: All OHB

Date: June 28, 2001

Re: Retiree Fact Sheets

Retiree Fact Sheets are now available on the Department of Human Resource Management's (DHRM) Web site at www.dhrm.state.va.us/services/health/retiree.htm. These new subject-specific reference tools for Benefits Administrators and retirees replace the **Retiree Sourcebook**. They may be reproduced and distributed locally for those who do not have Web access (see enclosures). The fact sheets will not be available at Commonwealth Mailing Systems for orders.

The following subjects are currently available:

- Retiree Fact Sheet #1: **New Retiree Checklist**
- Retiree Fact Sheet #2: **Eligibility, Enrollment and Plan Choices**
- Retiree Fact Sheet #3: **Who to Contact for Help**
- Retiree Fact Sheet #4: **Making Changes**
- Retiree Fact Sheet #5: **Medicare and the State Retiree Health Benefits Program**

Additional Fact Sheets listed on page 2 are currently "Under Construction" and should be available by the end of July.

- Retiree Fact Sheet #6: **Enrolling in a Medicare Managed Care Plan**
- Retiree Fact Sheet #7: **Special Retiree Categories**
- Retiree Fact Sheet #8: **Prescription Drugs**
- Retiree Fact Sheet #9: **Appeals Process**
- Retiree Fact Sheet #10: **Survivor Benefits**

We hope that you will find this new format to be concise, user-friendly, easy to access and informative.

Enclosures:

[Retiree Fact Sheets # 1 - #5](#)